

Town of Warrenton, Virginia
Request For Proposal: Trickling Filter/Odor Scrubber System

RFP Number: #04-001

Closing Date: August 8, 2003 at 2:00 PM

All proposals must be received by the closing date and time to be considered responsive.

One (1) original and three (3) copies of the proposal shall be mailed or delivered to:

*Town of Warrenton
Purchasing Agent
18 Court Street
P.O. Drawer 341
Warrenton, Virginia 20188*

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent
P.O. Drawer 341
18 Court Street
Warrenton, VA 20188

Phone: 540-347-1102
Fax: 540-349-2414
e-mail staff@ci.warrenton.va.us

For technical information relating to this RFP, please contact:

William Stoddard, Superintendent of Water & Wastewater Treatment Plants
P.O. Drawer 341
731 Frost Avenue
Warrenton, VA 20188

Phone: 540-347-1104
Fax: 540-349-2414
e-mail wstoddard@ci.warrenton.va.us

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods in accordance with the signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address: _____ Phone #: _____

_____ Fax #: _____

Submitted by: _____ Date: _____

Printed name _____ FEIN/SSN: _____

Signature

CERTIFICATION PAGE
RETURN THIS PAGE WITH PROPOSAL SUBMISSION

REQUEST FOR PROPOSAL

RFP NUMBER: 04-001
DATE OF THIS REQUEST: July 11, 2003
DESCRIPTION: Trickling Filter Cover/Odor Control Scrubber System
BID DEADLINE/OPENING DATE: August 8, 2003, 2:00 P.M.

The Town of Warrenton is currently seeking proposals from qualified vendors to provide and install all materials necessary to cover the Trickling Filter at the Advanced Wastewater Treatment Plant.

The Town of Warrenton is currently seeking proposals from qualified vendors to provide and install all material necessary for an odor control scrubber system for the Trickling Filter at the Advanced Wastewater Treatment Plant.

Specifications:

The following specifications govern this purchase:

Specifications are attached as Exhibit A –Trickling Filter Cover
Specifications are attached as Exhibit B – Trickling Filter Odor Scrubber System
Drawings are attached as Exhibit C

Special Terms & Conditions

Liquidated Damages: All aspects of this project must be substantially complete no later than sixty (60) calendar days from date of notice to proceed. Liquidated damages of \$100 per day shall be assessed for failure to meet this time frame.

Performance and Payment Bonds: Performance and payment bonds with a value of 100% of the contract amount for all contracts greater than \$75,000 will be required of the successful contractor prior to commencing work.

Bid Bond Required: All proposals shall be accompanied by a 5 (five) percent bid bond for the total amount if the total bid is \$75,000 or more.

Award: The Town Of Warrenton reserves the right to award a contract in whole or in part based on the overall cost benefit for the Town.

Delivery and Installation Schedule:

RFP shall be for FOB Warrenton, Virginia.

Delivery of all materials must be between the hours of 8:00 A.M. and 4:00 P.M. Local Time to the Town of Warrenton Wastewater Treatment Plant, 731 Frost Avenue, Warrenton, VA 20186.

General Terms & Conditions:

The General Terms & Conditions Goods & Constructions Projects - attached as Exhibit D & E shall govern this purchase.

Insurance:

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The Contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured and, if requested a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be place with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The Contractor shall maintain limits no less than:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project of the general aggregate shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Workers' Compensation and Employers Liability: Workers' Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability with limits of \$1,000,000 per accident.

Local Licensing Requirement:

The successful bidder will be required to hold a valid Town of Warrenton Business Professional Trade, or Occupational License prior to commencement of work.

Payment Terms:

Payment terms are net, 30 days from date of invoice or approval of invoice by the Department Head, whichever is later. All offerors are encouraged to offer any payment discounts available for prompt payment.

Bid Documents:

All Proposals must be signed and sealed in envelopes plainly marked on the outside, "Sealed Proposal – Trickling Filter/Odor Scrubber System" and should be sent to the Purchasing Agent.

Any person submitting a bid for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, be required to submit **as part of their bid**:

- a. Satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number;
- b. A written, sworn statement (notarized) that the person's license is in good standing and not subject To licensure as a contractor, subcontractor or owner/developer pursuant to Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, attached as Exhibit F.

Bid Opening

Proposals are opened and acknowledged by the Purchasing Agent at the appointed hour and date in the presence of the Superintendent of Water & Wastewater Plants, or his designee at the Municipal Building, 18 Court Street, Warrenton, VA.

Bid results will not be given out over the phone. A written request for bid results may be faxed to 540-349-2414. A complete bid tabulation is normally placed on the Town's website within 12 hours of bid opening. The Town Of Warrenton s website may be found at <http://www.warrentonva.gov> .

Evaluation Criteria

Proposals will be evaluated by committee on the criteria stated.

The Evaluation Criteria will be:

A. Cover:

- _____ Ability to meet the specifications as stated in Exhibit A
- _____ Access and ease of maintenance to thickener by plant personnel
- _____ Quality of the prepared design, product, materials, and equipment.
(Resistance to harsh chemical and physical environment)
- _____ Compatibility with other plant facilities
- _____ Price
- _____ Demonstrated long term reliability (past application-projects and

references

_____ Warranty

B. Odor Control Scrubber:

_____ Ability to meet the specifications as stated in Exhibit B and Demonstrated success to “neutralize” odors emitted by the Trickling Filter. (prior municipal/industrial experience)

_____ Technical approach – methodology schedule

_____ Operation and maintenance of system

_____ Quality of the prepared design, product, materials, and equipment.
(Resistance to harsh chemical and physical environment)

_____ Compatibility with cover

_____ Long term reliability – Component life and replacement schedule

_____ Price

_____ Warranty

NOTICE OF INTENT TO AWARD: Notice of Intent to award a contract will be posted at the main entrance, Town Hall, 18 Court Street, Warrenton, VA 20186 and on the Town Of Warrenton’s website www.warrentonva.gov .

ALL PROPOSALS MUST BE SIGNED AND SEALED IN AN ENVELOPE PLAINLY MARKED ON THE OUTSIDE, "SEALED PROPOSAL FOR GRAVITY SLUDGE THICKNER TO BE OPENED AUGUST 8, 2003 at 2:00 P.M. ", AND SHALL BE FORWARDED TO THE PURCHASING AGENT.

Bids shall be opened and read aloud by the Purchasing Agent at the appointed hour and date in the presence of the Public Works Director, or his designee and such of the bidders or members of the public as choose to attend.

The Town reserves the right to reject any and all bids and waive all informalities. In the event the Town manager chooses to reject all bids, the Town will readvertise or make the purchase on the open market. The Town, through its duly adopted policies, may reject any or all bids.

The Town of Warrenton does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

Exhibit A
Specifications for Trickling Filter Cover

The Town of Warrenton is requesting proposals for covering the Trickling Filter (126' diameter) located at the Town's Wastewater Treatment Plant.

All Offerers/Vendors are encouraged to provide a proposal for either a cover system or a scrubber system or combined system.

All Offerers/Vendors are encouraged to visit the Warrenton Wastewater Treatment Plant at 731 Frost Avenue, Warrenton, Virginia 20186. The following services and equipment are requested:

- Provide the Town with a detailed construction schedule
- Cover design must provide full size (man-way) entrances at four locations 90 degrees apart, doors must be lockable
- Cover design must include eighteen (18) 3'x3' openings spaced equally around the perimeter equipped with covers, hinges and a method for securing hatch cover in the closed position
- Cover design must integrate enough panels that pass light into the interior so as to eliminate the need for artificial lighting
- Design shall include openings in the cover sized to allow sufficient airflow through the cover for the "Odor Scrubber System"
- Cover design must be compatible with scrubber system
- Cover is to be designed to withstand extreme wind and snow loadings for geographical area.
- New equipment and installation of same shall carry a minimum of one year warranty

Exhibit B
Specifications for Sludge Gravity Thickener Scrubber System

The Town of Warrenton is requesting proposals for providing and installing an odor scrubbing system for the Trickling Filter located at the Town's Wastewater Treatment Plant.

- Provide the Town with a detailed construction schedule
- Scrubber system must be compatible with cover system
- Scrubber system must demonstrate success in "Neutralizing" odors emitted by the Trickling Filter.
- New equipment and installation of same shall carry a minimum of one year warranty

All equipment must be approved by Town Of Warrenton Utilities Engineer before installation can begin.

Town of Warrenton, Virginia
Price Quote Sheet

RFP NUMBER: 04-001
DATE OF THIS REQUEST: July 10, 2003
DESCRIPTION: Trickling Filter/Odor Scrubber System
BID DEADLINE/OPENING DATE: August 8, 2003, 2:00 P.M.

Vendors are encouraged to provide a proposal for either a cover system or a scrubber system or a combined cover and scrubber system.

Trickling Filter Cover, per specifications, FOB, Warrenton, Virginia

\$ _____ Materials

\$ _____ Installation

Trickling Filter/Odor Scrubber System, per specifications, FOB, Warrenton, Virginia

\$ _____ Materials

\$ _____ Installation

Total Bid \$ _____

Terms: (Please identify any discounts offered for prompt payment, etc.)

Shipping Point: _____

Company Name _____

Address _____

Phone Number _____ Fax Number _____

Authorized Agent Signature _____

Title _____

Date _____

EXHIBIT D

TOWN OF WARRENTON, VIRGINIA GENERAL TERMS AND CONDITIONS GOODS

1. **MANDATORY USE OF TOWN FORMS, TERMS AND CONDITIONS:** Failure to submit a bid/proposal on the official Town form provided shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.
2. **PRECEDENCE OF TERMS:** in case of a conflict between the General Terms and conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.
3. **CLARIFICATION OF TERMS:** If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Purchasing Director of the Department Head whose name appears on the face of the solicitation by five days before the bid opening date. Any revisions to the solicitation will be made only by a written addendum issued by the Purchasing Director.
4. **BRAND NAME OR EQUAL:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturing name, but conveys the general style, type, character and quality of the article needed. Any article that the Town, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible for clearly and specifically showing that the product being offered, by providing specific descriptive literature, catalog cuts and technical details, to enable the Town to decide whether the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified.

Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation process. Failure to furnish adequate data for evaluation purposes may result in the Town declaring the bid nonresponsive. Unless the bidder/offeror clearly shows in his bid/proposal that the product being offered is an "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
5. **TRANSPORTATION AND PACKAGING:** By submitting a bid/proposal, all bidders/offerors certify and warrant that the price offered for FOB Destination includes only the actual freight costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with the purchase order number, commodity description and quantity.
6. **TESTING AND INSPECTION:** The Town reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.
7. **PAYMENT TERMS:** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of an invoice, or acceptance of the goods by the Town of Warrenton, whichever occurs later. This shall not affect offers of discounts for payment in less than 30 days, however.

8. **INVOICES:** Invoices for items ordered, delivered and accepted shall be submitted by the seller direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's contract number and/or purchase order number.
9. **TAXES:** Sales to the Town of Warrenton are exempt from state and local sales taxes. State sales and use tax certificates of exemptions will be issued upon request.
10. **DEFAULT:** In case of failure to deliver goods or services according to the contract terms and conditions, the Town, after due oral or written notice, may obtain them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be beyond any other remedies that the Town may have.
11. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.
12. **ANTITRUST:** By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia relating to the particular goods or services purchased or acquired by the Town of Warrenton under said contract.
13. **ETHICS IN PUBLIC CONTRACTING:** By submitting a bid/proposal, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor about their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
14. **ANTI-DISCRIMINATION:** By submitting a bid/proposal all bidders/offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act that provides:

In every contract more than \$10,000, the provisions in A and B below apply:

A. During the performance of this contract, the contractor agrees as follows:

The Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bonafide occupational qualification reasonably necessary to the normal operation of the seller. The seller agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The seller, in all solicitations or advertisements for employees placed by or for the seller, will state that such sellers are equal opportunity employers.

Notices, advertisements and solicitations placed according to federal law, rule or regulation shall be deemed sufficient for meeting the requirements of this section.

B. The seller will include the provisions of A above in every subcontract or purchase order more than \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

15. **INDEMNIFICATION:** Sellers agree to indemnify, defend and hold harmless the Town of Warrenton, its officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any materials, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the Town or to the failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the seller of the materials, goods or equipment delivered.
16. **DEBARMENT STATUS:** By submitting a bid/proposal, all bidders/offers certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.
17. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The seller shall comply with applicable federal, state and local laws and regulations.
18. **QUALIFICATIONS OF BIDDERS/OFFERORS:** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offers to perform the work or furnish the item(s) and the bidder/offers shall furnish the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offers's physical plant prior to award to satisfy questions regarding the bidder's/offers's capabilities. The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offers fail to satisfy the Town that such bidder/offers is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.
19. **NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

EXHIBIT E

TOWN OF WARRENTON, VIRGINIA GENERAL TERMS AND CONDITIONS CONSTRUCTION PROJECTS

The following General Terms and Conditions shall become part of all solicitations for construction projects that involve building, altering, repairing, improving or demolishing any structure, building or paving projects, and any draining, dredging, excavation, grading or similar work upon real property. These General Terms and Conditions shall be a part of any such Invitation for Bid/Request for proposal in addition to the General Terms and Conditions - Services.

1. DEFINITIONS:

- a. The term “**Town**” shall mean The Town of Warrenton through the governing body or other agent with authority to execute the contract for the Town.
- b. The term “**Contractor**” means the person, firm or corporation named such in the contract and includes the plural number and the feminine gender when such are named in the contract as the Contractor.
- c. The term “**Subcontractor**” means only those having a direct contract with the Contractor and it includes one who furnishes material worked to a special design but does not include one who merely furnishes material not so worked.
- d. The “**Project Inspector**” means one or more individuals employed or designated by the Town to make inspections, observe progress, approve schedules and accept services under the terms of the contract. The Town shall notify the Contractor in writing of the appointment of such Project Inspector.

2. CONTRACT DOCUMENTS

The contract entered into by the parties shall consist of the Invitation for Bids/Request for Proposals, the signed Bid/Offer submitted by the Contractor, the Town of Warrenton standard contract form or Purchase Order, the General and Special Terms and Conditions, the Specifications with drawings, if any, including all modifications thereof, all which shall be referred to collectively as the Contract Documents.

3. LAWS AND REGULATIONS

- a. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work.
- b. The Contractor and Subcontractor shall comply with the Virginia Contractor’s Registration Law, Title 54, Chapter 7, Code of Virginia (1950), as amended. All nonresident Contractors and Subcontractors submitting bids/ proposals on the work described herein shall register with the Department of Labor and Industry under the provisions of the Subsection 40.1-30 of the code of Virginia (1950), as amended.

4. CONDITIONS AT SITE, BUILDING OR STRUCTURE

Bidders/Offerors shall visit the contract work site or sites and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the site, building or structure, and the character and extent of existing work within or adjacent to the site.

5. PREPARATION AND SUBMISSION OF BIDS/PROPOSALS

- a. Bids/proposals must give the full business address of the bidder/ offeror and be signed by him or her with his or her usual signature. Bids/proposals by partnerships must furnish

the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by Corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the word "President", "Secretary", "Agent", or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the Town, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

- b. Identification Of Bid/Proposal Envelope: The signed bid/proposal should be returned in a separate envelope or package sealed to the Director of Purchasing and identified as follows:

From:

Name of Bidder	Due Date	Time
Address	City/State/Zip Code	

Description of Invitation or Request for Proposal
The envelope should be addressed as directed in the solicitation.

6. WITHDRAWAL OR MODIFICATION OF BIDS/PROPOSALS PRIOR TO DUE DATE

Bids/proposals may be withdrawn or modified by written or telegraphic notice received from Bidders/Offerors prior to the time fixed for bid/proposal receipt.

7. RECEIPT AND OPENING OF BIDS/PROPOSALS

- a. It is the responsibility of the bidder/offeror to assure that the bid/proposal is delivered to the place designated for receipt of bids/proposals prior to the time set for receipt of bids/proposals. No bid/proposal received after the time designated for receipt of bids/proposals will be considered.
- b. Bids received in response to an Invitation for Bids will be opened at the time and place stated in the solicitation and bidder=s names and prices made public for the information of bidders and other interested who may be present either in person or by representative. The Purchasing Director, whose duty it is to open the bids, will decide when the specified time has arrived. No responsibility will be attached to any agent of the Town for the premature opening of a bid not properly addressed or identified. In the case of the proposals received in response to a Request for Proposal, public openings are not required; however, if a public opening is held, only the names of the offerors will be read aloud.

8. WITHDRAWAL OF BID DUE TO ERROR (INVITATION FOR BIDS ONLY)

- a. The bidder shall submit to the Purchasing Agent his original work papers, document and materials used in the preparation of the bid within two business days after the date fixed for submission of bids. The work papers shall be delivered in person or by certified mail. The bidder shall identify in sufficient detail the nature of the mistake. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein.
- b. No bid may be withdrawn under this section when the result would be awarding the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.

- c. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall deemed to be the low bid.
- d. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- e. If the Town denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsive and responsible bidder.

9. SUBCONTRACTS:

- a. The Contractor shall, as soon as practicable after the signing of the contract, notify the Town in writing of the names of Subcontractors proposed for the principle parts of the work. The Contractor shall not employ any Subcontractor that is not responsible or otherwise suitable. The Town shall not direct the Contractor to contract with any particular Subcontractor, however, the Town may disapprove the use of any Subcontractor deemed unsuitable.
- b. The Contractor must agree that he is fully responsible to the Town for the acts and omissions of the Subcontractors and of persons either directly or indirectly employed by them as well as those persons directly employed by the Contractor himself.

10. SEPARATE CONTRACTS:

The Town reserves the right to let other contracts in connection with the project or services, the work under which will proceed simultaneously with the performance of the Contract. The Contractor shall afford other separate contractors reasonable opportunity for the introduction and storage of their materials and the performance of their work. The Contractor shall take all reasonable action to coordinate his or her work with the separate contractors. If the work done by the separate contractor is defective or so performed as to prevent the Contractor from carrying out the work according to the plans and specifications, the contractor shall immediately notify the Town upon discovering such conditions.

11. PROJECT INSPECTOR AS THE TOWN'S AGENT:

- a. The Project Inspector shall use all powers under the Contract to enforce its faithful performance. The Project Inspector shall determine the amount, quality, acceptability, and fitness of all parts of the work; shall interpret the Contract Documents and extra work orders; and shall decide all other questions in connection with the work. The Project Inspector shall recommend suspension of the work whenever such suspension may be necessary to ensure the proper execution of the Contract. The Project Inspector shall have no authority to approve or order changes in the work which alter the concept or which call for an extension of time or a change in the contract price. Upon request, the Project Inspector shall confirm in writing within ten (10) days any oral order, direction, requirement or determination.
- b. All orders from the Town shall be transmitted through the Project Inspector.

12. INSPECTION:

- a. All materials and workmanship, if not otherwise designated by the specifications, shall be subject to inspection, examination and test by the Project Inspector at any and all times during manufacture and/or construction. The Project Inspector shall have authority to reject defective material and workmanship and require its correction. Rejected workmanship shall be satisfactorily corrected and rejected material shall be satisfactorily replaced with proper material without charge therefore, and the Contractor shall promptly segregate and remove the rejected material from the premises. If the contractor fails to

proceed at once with replacement of rejected material and/or the correction of defective workmanship, the Town may, by contract or otherwise, replace such material and/or correct such workmanship charging the cost to the contractor. The Town may terminate the right of the Contractor to proceed as provided in the Default Clause, the Contractor being liable for any damage to the same extent as provided in the Default Clause for termination thereunder.

- b. The Project Inspector may recommend to the Town that the work be suspended when in his or her judgment the intent of the plans and specifications is not being followed. Any such suspension shall be continued only until the matter in question is settled to the satisfaction of the Town. The cost of any such work stoppage shall be borne by the Contractor unless it is later determined that no fault existed in the Contractor's work.
- c. The Project inspector may immediately suspend any work which is being pursued in an unsafe manner and where in his or her judgment, the potential for serious personal injury or property damage exists.
- d. The Project Inspector shall not:
 - 1. Authorize deviations from the Contract Documents;
 - 2. Enter into the area of responsibility of the Contractor's superintendent;
 - 3. Issue directions relative to any aspect of means, methods, techniques, sequences, or procedures;
 - 4. Issue a certificate for payment.

13. SUPERINTENDENCE BY CONTRACTOR:

- a. The Contractor shall be responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the Contract except where otherwise specified in the Contract Documents.
- b. The Contractor shall, at all times, enforce the strict discipline and good order among the workers on the project, and shall not employ on the site any unfit person or anyone not skilled in the work assigned to him or her.

14. CONTRACTOR'S TITLE TO MATERIALS

No materials or supplies for the work shall be purchased by the contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

15. WARRANTY OF MATERIALS AND WORKMANSHIP

- a. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, first class, and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.

16. USE OF PREMISES AND REMOVAL OF DEBRIS

- a. The Contractor expressly undertakes, either directly or through its Subcontractor:
 - 1. To perform this Contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work;

2. To store its apparatus, materials, supplies, and equipment in such an orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of the Town or any other Contractor; and
3. To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
4. To effect all cutting, filling or patching of its work required to make the same conform to the plans and specifications, and except with the consent of the Project Inspector, not to cut or otherwise alter the work of any other contractor. The Contractor shall not damage or endanger any portion of the work by cutting, patching or otherwise altering any work, or by excavation.
5. To clean up frequently all refuse, rubbish, scrap, materials and debris caused by its operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.

17. PROTECTION OF PERSONS AND PROPERTY

- a. The Contractor expressly undertakes, both directly and through its Subcontractors, to take every precaution at all times for the protection of persons and property, including the Town=s employees and property and its own.
- b. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- c. The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the Town=s property from injury or loss arising in connection with this contract. The Contractor shall make good any such damage, injury, or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Town. The Contractor shall adequately protect the adjacent property as provided by law and the Contract Documents, and shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority, local conditions, or any of the Contract Documents.
- d. In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the Contractor, without special instruction or authorization from the Town, is hereby permitted to act at its discretion, to prevent such threatened loss or injury. Also, should the Contractor in order to prevent threatened loss or injury, be instructed or authorized to act by the Town, he shall so act, without appeal. Any additional compensation or extension of time claimed by the Contractor on account of any emergency work shall be determined as provided by Section 18, "Changes in the Work."

18. CHANGES IN THE WORK

- a. The Town may at any time by written order, make changes in the work of this Contract and within the general scope thereof, except that no fixed price contract may be increased by more than twenty-five percent of the amount of the contract or ten thousand dollars (\$10,000), whichever is greater. In making any change, the charge or credit for the change shall be determined by one of the following methods as selected by the Town.
 1. The change order shall stipulate the mutually agreed price that shall be added to or deducted from the contract price. If the price change is an addition to the contract price, it shall include the Contractor's overhead and profit.
 2. By estimating the number of unit quantities of each part of the work which are changed and then multiplying the estimated number by of such unit quantities by the applicable unit price (if any) set forth in the contract or other mutually agreed unit price. If the Town decides to authorize work in accordance with until price, measurement of unit quantities shall be on a net basis.
 3. By ordering the Contractor to proceed with the work and to keep, and present in such form as the Town may direct, a correct account of the cost of the change together with all vouchers therefore. The cost shall include an allowance for overhead and profit to be mutually agreed upon by the Town and the Contractor.

- b. The Contractor shall furnish the Town with an itemized breakdown of the quantities and prices used in computing the value of any change that might be ordered.
- c. In figuring changes, instructions for measurements of quantities set forth in the specifications shall be followed.
- d. All change orders must indicate that the completion date of the project is either not extended or is extended by a specific number of days. Both the old, and if there is one, the new date must be stated.

19. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT

If the work should be stopped under any order of any court or other public authority for a period of three (3) months through no fault of the Contractor or of anyone employed by the Contractor, or if the Town should arbitrarily fail to issue any certificate for payment within a reasonable time after they are due, or if the Town should fail to pay the Contractor within thirty (30) days any sum certified by the Town, then the Contractor may, upon fourteen (14) calendar days written notice to the Town, stop work or terminate the contract. The Contractor may then recover the Town payment for the cost of the work actually performed, together with the overhead and profit thereon, but profit shall be recovered only to the extent that the contractor can demonstrate that there would have been a profit on the entire contract if the work had been completed. The Contractor may not receive profit or any other type of compensation for parts of the work that were not performed. The Contractor may recover the cost of physically closing down the job site, but no other costs of termination. The Town may offset any claims it may have against the Contractor against the amounts due to the Contractor.

20. TOWN'S RIGHT TO TERMINATE CONTRACT

- a. If the Contractor should be adjudged bankrupt, or if he or she should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his or her insolvency, the Town may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if he should fail to make prompt payment to Subcontractors or for material or labor, or persistently disregards laws, ordinances or the instructions of the Town, or otherwise be in substantial violation of any provision of the contract, then the Town may terminate the contract.
- b. Prior to the termination of the Contract, the Town shall give the Contractor fourteen (14) calendar days written notice. Upon termination of the contract, the Town shall take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method deemed expedient. In such case the Contractor shall not be entitled to receive any further payment. If the expense of finishing the work, including compensation for additional managerial and administrative services, shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the Town. The expense incurred by the Town as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Town.
- c. Termination of the Contract under this section is without prejudice to any other right or remedy of the Town.

21. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on

the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

Exhibit F

Mandatory Requirement

(To be executed and submitted with proposal)

Any person submitting a proposal for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, be required to submit **as part of their bid**:

Satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number. **A copy of your contractor's license can be attached to this form to meet this requirement.**

I certify that the _____ State Contractors License of

_____, doing business as

_____ is in

good standing and not subject to licensure as a contractor, subcontractor or owner/developer

pursuant to Sec. 54.1-1100 of the Code of Virginia, 1950, as amended.

Signed and sealed this _____ of _____, 20 ____.

Principal

Title

State of Virginia, County of _____, to wit:

The foregoing instrument was acknowledged before me the _____ day of _____, 20
by

Notary Public

My Commission Expires: